

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 05-01	Effective Date: 07/05	Revision Date: 07/27/2005
Subject: Reporting, Locating and Apprehending Absconders		

**I. Policy Statement**

- A. Juveniles shall be held accountable for their actions, and every effort shall be made to bring absconded juveniles back into custody. Juveniles that have absconded from the custody of the Division shall be reported to the proper authorities. Division staff shall work with local law enforcement and special function officers in an effort to locate and apprehend absconded juveniles.

**II. Rationale**

The purpose of this policy is to keep the community safe, protect Division employees from physical harm, not endanger the life or physical well-being of an absconded juvenile, and insure the juveniles that have been placed in the care or custody of Juvenile Justice Services, are accountable for their actions.

**III. Definitions**

- A. "Absconded juveniles" are juveniles in the custody of Juvenile Justice Services (JJS) who have left the supervision of JJS, or their designee, without permission.
- B. "Warrant" is a document issued by Juvenile Court ordering retaking a juvenile for allegedly violating terms and conditions of his or her custody agreement.
- C. "Warrant of Retake" is a document generated by a parole officer and activated by the Youth Parole Authority for the purpose of retaking a juvenile who has allegedly violated the terms and conditions of his parole.
- D. "Facility Warrant" is a document generated by secure facility staff and activated by the facility APD for the purpose of retaking a juvenile who has allegedly violated the terms and conditions of his transitional release from secure care for a period of time up to 90 days, or who have escaped from the facility.
- E. The "National Crime Information Center" (NCIC) is a computerized index of criminal justice information (i.e., criminal record history information regarding fugitives, stolen properties, missing persons). It is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year.

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**IV. Procedures**

- A. Division staff shall report all absconded juveniles to the responsible case manager, parent or guardian, probation officer, local law enforcement, and the Division administration.
- B. Division staff will process warrants and orders for absconded juveniles in accordance with program operation manuals.
- C. Case managers have the discretion to not take any action on absences less than twenty-four (24) hours in duration from a community program.
- D. Case managers shall make weekly contact with the family to inform the parent(s) or guardian of any changes and inquire of any new information that may be helpful in locating the juvenile.
- E. Case managers shall notify law enforcement and Division special function officers, with new information, as appropriate, and document.
- F. Case managers shall request a verbal warrant from a Juvenile Court judge or Warrant of Retake from the Youth Parole Authority, if it is the weekend. The case manager shall notify the detention center of any verbal approval.
- G. Case managers shall coordinate with local law enforcement to have the Juvenile Court Warrant or Warrant of Retake entered into the National Crime Information Center (NCIC) database upon receiving information that the juvenile has left the state; or after the youth has been gone more than 90 days, and remove the name when the juvenile is located.
- H. Absconded juveniles shall not be considered for termination from custody prior to 180 days. Case managers shall document what due diligence to apprehend were made, efforts to retake and justification for termination.
- I. The program from which the juvenile absconded, shall document all absconded juveniles' incidents, using the Incident Reporting policy and procedures.

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**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

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Jody Valantine, Chair  
Board of Juvenile Justice Services

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Date

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Dan Maldonado, Acting Director  
Division of Juvenile Justice Services

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